

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



June 10, 2005

ALL COUNTY LETTER NO. 05-12

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
- ☐ Federal Law or Regulation Change
- ☐ Court Order
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: ANNUAL FOOD STAMP PROGRAM PARTICIPANTS BY ETHNIC GROUP REPORTS [DFA 358F (7/05) AND DFA 358S (7/05)]

The purpose of this letter is to remind all counties of the annual requirement to submit the Food Stamp Program Participants by Ethnic Group Federal-Only and Combined Households (DFA 358F) and Food Stamp Program Participants by Ethnic Group State-Only (DFA 358S) reports.

Title 7, Code of Federal Regulations, Part 272.6 g and h, requires states to provide an ethnic and racial breakdown of the households that participate in the Food Stamp Program. The DFA 358F and DFA 358S collect data on households that participate in the Food Stamp Program during July of each year. Data collected on these reports are not a duplication of data requested via the Annual Recipient Report on CalWORKs, Foster Care, Social Services, Nonassistance Food Stamps, Welfare to Work, Refugee Cash Assistance, and Cash Assistance Program for Immigrants Ethnic Origin and Primary Language (ABCD 350). To accommodate the federal requirement to categorize reported data by "federal" and "state-only" households, households composed of federal-only and combined federal/state members are reported on the DFA 358F, and households composed of state-only members are reported on the DFA 358S.

The completed DFA 358F and DFA 358S reports must be received by the California Department of Social Services, Data Systems and Survey Design Bureau, by September 12, 2005, in order for California to meet the federal reporting deadline. The total number of households reported on the DFA 358F and DFA 358S should correspond to the total number of households on the Food Stamp Program Participation and Benefit Issuance Report (DFA 256) for July 2005.

All County Welfare Directors
Page Two

An electronic version (in Excel) of this report form can be downloaded at <http://www.cdss.ca.gov/research/>. If email submission is not possible, fax or mail the completed reports to:

California Department of Social Services
Data Systems and Survey Design Bureau, M.S. 9-081
P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

If you have any questions regarding this report, please contact Sharon Shinpaugh, Data Systems and Survey Design Bureau, at (916) 651-8269.

Sincerely,

***Original Document Signed By
Gloria Merk on 6/10/05***

GLORIA MERK
Deputy Director
Administration Division

Enclosures

Food Stamp Program

Participants by Ethnic Group

Federal-Only and Combined Households

SUBMIT THIS REPORT FORM VIA EMAIL

(see <http://www.cdss.ca.gov/research/>)

OR-SEND ONE COPY TO:

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P.O. Box 944243
Sacramento, CA 94244-2430
FAX: (916) 657-2074

COUNTY NAME	REPORT MONTH AND YEAR	VERSION
	July 2005	

1. Number of households participating in the Food Stamp Program during July by ethnic group and assistance status - Federal-Only and Combined Households.

Ethnic Group	Medi-Cal Eligibility Code	Number of Households		
		Assistance	Nonassistance	Total
Black (not of Hispanic origin)	3	1	2	3
Hispanic	2	4	5	6
Asian or Pacific Islander	4	7	8	9
American Indian or Alaskan Native	5	10	11	12
White (not of Hispanic origin)	1	13	14	15
Filipino	7	16	17	18
Other		19	20	21
Total		22	23	24

2. Number of Asian-Pacific Islander households participating in the Food Stamp Program during July by ethnic group - Federal-Only and Combined Households (the cells in the "Total" line below must equal the corresponding cells in the "Asian or Pacific Islander" line above).

Ethnic Group	Medi-Cal Eligibility Code	Number of Households		
		Assistance	Nonassistance	Total
Chinese	C	25	26	27
Cambodian	H	28	29	30
Japanese	J	31	32	33
Korean	K	34	35	36
Samoan	M	37	38	39
Asian Indian	N	40	41	42
Hawaiian	P	43	44	45
Guamanian	R	46	47	48
Laotian	T	49	50	51
Vietnamese	V	52	53	54
Other Asian-Pacific Islander	X	55	56	57
Total		58	59	60

COMMENTS

CONTACT PERSON (Print)	TELEPHONE	EXTENSION	FAX
TITLE/CLASSIFICATION	EMAIL	DATE COMPLETED	

**FOOD STAMP PROGRAM PARTICIPANTS BY ETHNIC GROUP
FEDERAL-ONLY AND COMBINED HOUSEHOLDS
DFA 358F (7/05)**

INSTRUCTIONS

CONTENT

The annual DFA 358F report contains statistical information on the number of federal and federal/state combined households participating in the Food Stamp Program during the month of July by ethnic group and assistance status.

Copies of the report and instructions can be viewed or printed from the California Department of Social Services (CDSS), Research and Data Reports website at <http://www.cdss.ca.gov/research/>.

PURPOSE

Title 7, Code of Federal Regulations, Part 272.6 g and h, requires states to provide an ethnic and racial breakdown of the households that participate in the Food Stamp Program. This report also provides county and state entities with information needed for budgeting, staffing, program planning, and other purposes.

COMPLETION AND SUBMISSION

The County Welfare Department (CWD) is responsible for ensuring that this report is fully and accurately completed. If portions of the report are completed by more than one entity within the CWD and/or outside agencies, the contact person responsible for submitting the report to the state shall review the report for completeness and accuracy prior to submittal.

Reports are to be received within 45 days following the end of the July report month. This report may be submitted via email or in hard copy:

Email submission: Download an Excel version of the form from <http://www.cdss.ca.gov/research/> to your PC desktop, complete the downloaded form, and email to the CDSS, Data Systems and Survey Design Bureau (DSSDB). The email submission process contains automatic computation of some cells and easy email transmission of completed forms to DSSDB.

Hard copy submission: If email submission is not possible, complete a paper copy of the report and mail or fax to:

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GENERAL INSTRUCTIONS

Enter the county name in the box provided near the top of the form.

Make an entry for each item. If there is nothing to report for an item, enter "0". **Do not leave any item blank.**

GENERAL INSTRUCTIONS (Continued)

Enter in the boxes at the end of the form the name, job title or classification, telephone, and fax number of the person to contact if there are questions about the report. This person may or may not be the person who completed the report. Enter the date the report was completed.

DEFINITIONS

Black (not of Hispanic origin): Person having origins in any of the Black racial groups of Africa.

Hispanic: Person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Asian or Pacific Islander: Person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific islands. This area includes, for example, China, Japan, Korea, and Samoa. Although persons of Filipino descent would normally be included under this category, because of a State requirement, Filipinos will be reported separately under the "Filipino" ethnic category.

American Indian or Alaskan Native: Person having origins in any of the original peoples of North America and who maintain cultural identification through tribal affiliation or community recognition.

White (not of Hispanic origin): Person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

Filipino: Person whose ancestry or ethnic origin is the Philippine Islands.

Other: Any person not mentioned in the above-listed definitions.

ITEM INSTRUCTIONS

When completing the DFA 358F report, enter the required data/information for each item. If there is nothing to report for an item, enter "0".

1. Number of households participating in the Food Stamp Program during July by ethnic group and assistance status – Federal-Only and Combined Households [Cells 1-24]

If completing an electronic version of this form, skip Cells 7, 8, 9 and the Total (Cells 3, 6, 12, 15, 18, and 21, as well as Cells 22, 23, 24) cells, as these cells will be automatically calculated.

2. Number of Asian-Pacific Islander households participating in the Food Stamp Program during July by ethnic group and assistance status – Federal-Only and Combined Households [Cells 25-60]

If completing an electronic version of this form, skip the Total (Cells 27, 30, 33, 36, 39, 42, 45, 48, 51, 54 and 57, as well as Cells 58, 59, 60) cells, as these cells will be automatically calculated.

Report the number of households participating for the July report month for each ethnic group under the applicable Assistance or Nonassistance column. Report only once those households that participated more than once in the month of July.

The ethnic group classification is determined at the time of application or recertification through a verbal request, or a visual determination if a response is not received.

NOTE: The totals for the Asian-Pacific Islander section must equal the Asian or Pacific Islander line (i.e., Cells 58, 59, and 60 must equal Cells 7, 8, and 9, respectively). (NOTE: If completing an electronic version of this form, Cells 7, 8, and 9, will automatically calculate, after filling in Item 2.)

ITEM INSTRUCTIONS (Continued)

The number of households should be the same as the corresponding number of households on the Food Stamp Program Participation and Benefit Issuance Report (DFA 256) for July. Explain any difference between the number of households reported in the Comments section.

COMMENTS

Use the Comments section to:

- Explain differences in the number of households between this report and the DFA 256.
- Explain any major fluctuations in data.
- Explain any adjustment entries.
- Provide any other comments the county determines necessary.

Food Stamp Program

Participants by Ethnic Group

State-Only

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**FOOD STAMP PROGRAM PARTICIPANTS BY ETHNIC GROUP
STATE-ONLY HOUSEHOLDS
DFA 358S (7/05)**

INSTRUCTIONS

CONTENT

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